



Fellow

Application Packet

2012



Fellow Application

Fellows Selection Committee – 2011/2012

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To: **Applicants for Fellow, 2012**
DEADLINE: WEDNESDAY, FEBRUARY 1, 2012

Enclosures:

- Guide for Preparing the Fellow Application Package
 - Eligibility Criteria for HFES Fellows
 - Instructions for Preparing the Fellow Application Form
 - Fellow Application Form
 - Guide for Sponsors: Preparing the Fellow Recommendation Form
 - Fellow Recommendation Form
 - Guide for Preparing the Professional Contributions Statement
 - Statement of Adherence to the HFES Code of Ethics Form
 - HFES Code of Ethics
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Thank you for your interest in applying for Fellow of the Human Factors and Ergonomics Society.

- The ***applicant*** is a member who is applying for Fellow status directly or applying on behalf of someone else.
- The ***candidate*** is the person on whose behalf the application is submitted

If you are submitting the application on your own behalf, you are both the applicant and the candidate. If you are submitting on behalf of another person, you are the applicant and the other person is the candidate.

Applicants play a crucial role in the Fellow selection process because they are ultimately responsible for *all* written materials in the application package. The application package is the sole basis for the evaluations performed by the Fellows Selection Committee (FSC) and the Executive Council, and it is the source of the candidate profiles that are prepared by the FSC chair and sent to the Fellows at Large. As an applicant, you are responsible for performing the task in a professional and conscientious manner.

The applicant is responsible for e-mailing an electronic file to Carlos de Falla, Director of Member Services (carlos@hfes.org) or sending a CD containing the complete application as outlined in step six in the "Guide for Preparing the Fellow Application Package". Keep an extra copy for yourself.

If you have questions about content or procedure, please contact Lynn Strother, HFES Executive Director (lynn@hfes.org 310/394-1811). Only complete applications will be reviewed by the FSC. Applications must reach HFES no later than **Wednesday, February 1, 2012**. **Mail to:** HFES Fellows Selection Committee, P.O. Box 1369, Santa Monica, CA 90406-1369, USA. **(For courier deliveries other than U.S. Postal Service Express Mail: 1124 Montana Ave., Suite B, Santa Monica, CA 90403-1617.)**



Guide for Preparing the Fellow Application Package

Step 1: The applicant must be an HFES Full Member or Fellow in good standing and not a current member of the Fellows Selection Committee (FSC). Otherwise, you are not eligible to submit an application for Fellow.

Step 2: Review the enclosed *Eligibility Criteria for Fellow Status* (in consultation with the prospective candidate if this is someone else) and satisfy yourself that the candidate meets the criteria. In making this determination, be aware that the eligibility criteria are minima. Fellows are expected to be outstanding individuals. Furthermore, the evaluation rules do not allow exceptional achievement on one criterion to compensate for inadequacy on another. The candidate must be deemed acceptable on all four criteria.

Determining the candidate's **Primary Professional Specialty** or specialties is a critical element in assessing eligibility. Choose a Primary Professional Specialty from the following four options:

1. Academia & Teaching
2. Research & Development
3. Applications & Practice
4. Management & Supervision

At least one Primary Specialty must be selected as the basis for the application. If more than one specialty is chosen, the contributions and accomplishments for each specialty must be documented separately. A candidate cannot qualify for consideration by cumulating partial qualifications across two or more specialties. To be qualifying, contributions and accomplishments must be supported by evidentiary information presented or referenced in documented form.

The enclosed *Guide for Preparing the Professional Contributions Statement* discusses the four possible specialties at length, including the expected contributions and evidentiary requirements. You should study this material and ensure that a compelling case can be made and documented adequately for each chosen specialty.

Step 3: Recruit **three** sponsors who are willing to prepare recommendation forms in support of the candidate. Sponsors must be HFES Full Members or Fellows in good standing and may not be current FSC members. Sponsors should be chosen in consultation with the candidate and have extensive knowledge of the candidate's professional contributions and HFES service. To be persuasive, a recommendation form must amplify and extend the information in the application form by providing specific facts, based preferably on first-hand experience or observation.

Step 4: Prepare the application form according to the following instructions.

Step 5: Send each sponsor the following items:

1. The application form you have prepared
2. The candidate's résumé or curriculum vitae
3. The enclosed *Guide for Sponsors: Preparing the Fellow Application Form*
4. The enclosed *Format for the Fellow Recommendation Form*
5. The enclosed *Eligibility Criteria for HFES Fellows*
6. The enclosed *Guide for Preparing the Professional Contributions Statement*

Each sponsor will send you a recommendation form that will become part of the application package. Be sure to specify a deadline for receiving the forms that allows you sufficient time to complete the remaining steps.

Step 6: Assemble the following items to complete the application package in the order shown:

1. Application form (**Must be a Word file**)
2. Three recommendation forms
3. Candidate's résumé or curriculum vitae
4. List of evidentiary items
5. Signed statement of adherence to the HFES Code of Ethics
6. Evidentiary items:
 - If publications are being provided, include no more than three.
 - For a book, technical report, or other extremely lengthy publication, only the title page and table of contents need to be submitted.
 - Book chapters, however, should be provided in their entirety, unless they are unduly long.

Note: Item 1 needs to be submitted as a Word file. Items 2 through 6 above may be e-mailed or included in the CD either as a Microsoft Word document or a PDF file.

Although as an applicant you are relying on others to provide some of the application materials, responsibility for the adequacy, appearance, and timeliness of the package is ultimately yours.

Include time in the production schedule for you to review the package and, perhaps, make or obtain revisions to ensure that the package is complete and makes the strongest possible case.

Applications will be rejected if the packages are missing required items or information. Packages arriving at the HFES Central Office after the deadline will not be considered for 2012, and will need to be resubmitted for consideration in a subsequent year.

Step 7 (optional): It may be worthwhile to have a former FSC member review the package. Additional time must be included in the production schedule to allow for obtaining and responding to the comments, of course. Former FSC members can also be good sources of advice during the preparation process.

Step 8: E-mail an electronic file to carlos@hfes.org or burn a CD with either Microsoft Word or PDF files of all the documents listed in **Step 6**. Please keep an extra copy for your files.

Step 9: Ensure that the e-mail or CD reaches HFES Central Office no later than **Wednesday, February 1, 2012**.

For U.S. postal delivery:

HFES Fellows Selections Committee
P.O. Box 1369
Santa Monica, CA 90406-1369
USA

For courier deliveries ONLY:

HFES Fellows Selection Committee
1124 Montana Ave., Suite B
Santa Monica, CA 90403-1617

If you are sending a CD, it is highly recommended that you send it via UPS, FedEx, or other means that will enable tracking of your package.

You will receive an email acknowledgment from Director of Member Services Carlos de Falla on the day your e-mail or package arrives at the Central Office. If you do not hear from him, please call the office at 310/394-1811. Please supply the staff with tracking numbers for any express/courier shipments.

Step 10: The FSC chair will contact you when the selection process is complete for your application. If you are applying on behalf of someone else, please keep the candidate informed about the application's status. The sequences of events for a successful application is:

1. Approval by at least six of the nine FSC members
2. Approval by simple majority of the 12 Executive Council members
3. Approval by 2/3 majority of the Fellows at Large

The candidate must be approved at each stage before proceeding to the next.

The status of Fellow will be formally conferred at the Opening Plenary Session of the HFES Annual Meeting, October 22-26, 2012, at the Westin Boston Waterfront hotel, Boston, Massachusetts.

New Fellows are strongly encouraged to be present, and they will receive a Fellows pin and framed certificate. Additional information will be provided by HFES staff following the conclusion of the selection process.



Eligibility Criteria for HFES Fellows

Excerpts from Chapter 17 - HFES Operating Rules

1. **Membership.** A candidate for election to Fellow status must be a Full Member currently in good standing, and must have been a Full Member in good standing for at least the five preceding years.
2. **Experience.** The candidate must have accrued at least 10 years of *documented* professional job experience in human factors/ergonomics.
3. **Professional Contributions.** The candidate must have made extraordinary, outstanding, and meritorious contributions to human factors that distinguish the candidate in an exceptional, exemplary manner. A distinguishing contribution must be unique and non-routine, and must accrue benefit to the human factors and ergonomics profession as well as to a particular client/user community. **The contributions must "elevate" and "set apart" the candidate from the remaining body of HF/E professionals within the primary specialty group being represented. Evidence of those contributions must be provided in documented form.** Contributions may have been made in one or more of the professional specialties outlined below:
 - 3.1. **Academic and Teaching.** Candidates who have made meritorious contributions in teaching undergraduate and graduate courses and conducting research in an academic setting that addressed HF/E issues.
 - 3.2. **Research and Development.** Candidates who have made outstanding contributions in industrial, nonprofit, government, or other laboratory or field settings in which the primary mission was basic or applied research, study, or analysis that addressed HF/E issues.
 - 3.3. **Applications and Practice.** Candidates who have made extraordinary contributions in providing HF/E services and expertise as a consultant, HF team member, expert witness, contractor, etc.
 - 3.4. **Management and Supervision.** Candidates who have made exceptional contributions primarily through management and leadership in the conception, justification, planning, direction, and implementation of HF/E programs in governmental or industrial settings. Note: if this specialty is selected as primary, the candidate must have had responsibility for the supervision and management of significant human factors efforts for at least three years.
 - 3.5. Although an applicant may wish to reference accomplishments in more than one specialty, a **Primary Specialty** must be selected as the basis for the application. A candidate cannot qualify for consideration by cumulating partial qualifications across two or more specialties. To be qualifying, contributions and accomplishments must be supported by evidentiary information presented or referenced in documented form.

4. **HFES Service.** A candidate for Fellow must have made sustained, significant contributions to the Society over a period totaling three years or more. Examples of HFES involvement that might result in such contributions include, but are not limited to:

- Elected or appointed offices, including Technical Group or local chapter offices
- Committee or task force service
- Editor, Editorial Board member, or reviewer for Society publications

Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions to the Society* that are important and will be evaluated. The application package must describe the contributions and their significance to HFES for the candidate to satisfy this criterion.

5. **HFES Code of Ethics.** The candidate must attest to his or her adherence to the HFES Code of Ethics.

The candidate shall include a signed statement that he or she has read and adhered to the HFES Code of Ethics in the past and affirms his or her intention to continue to do so in all future professional endeavors. A copy of the Code of Ethics is included in the packet.

Instructions for Preparing the Fellow Application Form

Candidate: Provide the candidate's name.

Applicant: Provide the name of the person **submitting** the application (you are permitted to apply on behalf of yourself or another person).

Specialty: Choose a Primary Professional Specialty from the following four options:

1. Academic & Teaching
2. Research & Development
3. Applications & Practice
4. Management & Supervision

Sponsors: Provide the names of the three people who have agreed to provide recommendation forms supporting the candidate.

Full HFES member continuously since: Enter the appropriate year. The candidate must be a Full Member currently in good standing and must have been a Full Member in good standing for at least the five preceding years. Please contact the HFES staff (membership@hfes.org, 310/394-1811) if you are uncertain about this date.

HF/E professional work history: For each entry in this section, show the dates, title held, and organization, and provide a brief description of the HF/E duties that were performed. Example:

1992-present: Manager, HF/E Dept.; Abig Corp.; Supervise a team of 20 scientists and engineers performing HF/E R&D supporting product development.

The candidate must have at least ten years of professional job experience in HF/E. For the Management & Supervision specialty, the candidate must have had responsibility for the supervision and management of significant human factors efforts for at least three of those years.

HFES service: A candidate for Fellow must have made sustained, significant contributions to the Society over a period totaling at least three years. Examples of Society involvement that might result in such contributions include, but are not limited to:

- Elected or appointed offices, including Technical Group or local chapter offices
- Committee or task force service
- Editor, editorial board member, or reviewer for Society publications

Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions to the Society* that are important and will be evaluated. In this section, describe the candidate's contributions and their significance to HFES and show that they total three years or more.

Professional contributions: This portion of the application form is the most critical:

- It should have no fewer than 250 and no more than 500 words.

Study the enclosed *Guide for Preparing the Professional Contributions Statement* carefully and ensure that your statement shows that the candidate's contributions in the chosen Primary Professional Specialty satisfy the criteria. Do not rely on the candidate's résumé or evidentiary items to make your case. You should reference the evidentiary items and explain the relevance

and significance of each one, but they and the résumé are supplemental and your statement must stand on its own.

Think of the “Distinguishing Contributions” and “Evidence” portions of the *Guide for Preparing the Professional Contributions Statement* as checklists.

Explicitly address as many items as possible, bearing in mind that objective facts are far more persuasive than hyperbole and personal opinion. A well-written statement that documents many contributions that are obviously relevant to the chosen specialty is easy to evaluate. Conversely, statements that fall short of this ideal—perhaps relying on the author’s reputation and adopting a “take my word for it” approach, or assuming the candidate’s accomplishments are widely known, or assuming the importance of the evidentiary items is self-evident—depend on the evaluator to make your case for you.

Evidentiary items: Provide an itemized list of the enclosures that will be provided in the application package to support your Professional Contributions statement.

- If publications are being provided, include no more than three.
- For a book, technical report, or other extremely lengthy publication, only the title page and table of contents need be submitted.
- Book chapters, however, should be provided in their entirety, unless they are unduly long.

Applicant’s personal data: Show your address, etc., as called for on the application form. Remember to sign and date the form.

Fellow Application

Sample only – Use Word document included in packet

Name of Candidate for Fellow:

Professional Specialty:

Application submitted by:

Address:

Telephone:

E-Mail

Date:

Signature:

Sponsors:

1.

2.

3.

Education:

HFES Full Member since: (year)

Current Position:

Professional work history:

Professional Contributions

(No fewer than 250 words and no more than 500 words)

Service to HFES:

FSC Ratings:

To be filled by Fellow Selection Committee

Fellow Application
List of Evidentiary Items included With Your Application
Sample only – Use Word document included in packet



Guide for Sponsors: Preparing the Fellow Recommendation Form

Full Members of HFES may submit an application for Fellow status for themselves or for others. The person who submits the package is identified as the **applicant**, and the person on whose behalf the application is submitted is the **candidate**. Persons who apply on their own behalf are both applicant and candidate. A person applying on behalf of someone else is the applicant, and the person on whose behalf the application is made is the candidate.

Your role in the process is that of sponsor, and you fulfill this role by completing the information requested on the Fellow Recommendation Form (attached). Below are the steps to complete the process.

Step 1: Ensure that you are currently a Full HFES Member or Fellow in good standing and not a current member of the Fellows Selection Committee. Otherwise, you are not eligible to recommend a candidate for Fellow. If you are not sure about your membership status in HFES, please send an email to membership@hfes.org or call 310/394-1811.

Step 2: Verify that the applicant has sent you the following items. If any are missing, contact the applicant immediately and obtain them:

- A completed application form
- The candidate's résumé or curriculum vitae
- Format for the Fellow Recommendation Form
- Eligibility Criteria for Fellow Status
- Guide for Preparing the Professional Contributions Statement
- Statement of adherence to the HFES Code of Ethics

Step 3: Review the Eligibility Criteria for Fellow Status and satisfy yourself that the Candidate is, indeed, eligible. In making this determination, be aware that the eligibility criteria are minima. Fellows are expected to be outstanding individuals. Furthermore, the evaluation rules do not allow exceptional achievement on one criterion to compensate for inadequacy on another. The candidate must be deemed acceptable on all four criteria.

A critical element in assessing eligibility is determining the candidate's Primary Professional Specialty. Only one specialty may be chosen:

1. Academic & Teaching
2. Research & Development
3. Applications & Practice
4. Management & Supervision

The candidate's contributions in that specialty must satisfy the criteria.

Sub-par contributions in multiple specialties cannot be combined in an effort to obtain an acceptable whole. The *Guide for Preparing the Professional Contributions Statement* discusses the four possible specialties at length, including the expected contributions and evidentiary requirements. You should study this material and verify that the applicant has selected the most appropriate specialty for the candidate.

Step 4: As a sponsor, you should have extensive knowledge of the candidate's professional contributions and HFES service. To be persuasive, a recommendation form must amplify and extend the information in the application form by providing specific facts, based preferably on first-hand experience or observation. Therefore, you should decide whether you are well equipped to provide a persuasive recommendation form. If not, contact the applicant immediately so another sponsor can be chosen promptly.

Step 5: Prepare the form per the instructions that appear below. The form should be emailed to the applicant. Please use Microsoft Word. You may transmit your form via email either as a Word document or an Adobe Acrobat PDF.

Step 6: Email the completed recommendation form to the applicant by the date you have agreed to as a deadline. Do not send the form to the HFES Central Office.

Instructions for Completing the Recommendation Form

Candidate: Provide the candidate's name.

Specialty: Indicate the Primary Professional Specialty that appears on the application form.

HFES service: A candidate for Fellow must have made sustained, significant contributions to the Society over a period totaling at least three years. Examples of Society involvement that might result in such contributions include, but are not limited to:

- Elected or appointed offices, including Technical Group or local chapter offices – include dates of service for each office and specific contributions.
- Committee or task force service -- include dates of service and specific contributions.
- Editor, editorial board member, or reviewer for Society publications -- include dates of service and specific contributions.

Merely holding Society positions such as those listed above is not, however, a qualifying activity; rather, it is the *contributions to the Society* that are important and will be evaluated. In this section, you must describe the contributions and their significance to HFES and show that they total three or more years.

Professional contributions: This portion of the recommendation form is the most critical to the candidate's success:

- It should be no less than 200 words and no more than 300 words.

Study the *Guide for Preparing the Professional Contributions Statement* carefully and ensure that your statement shows that the candidate's contributions in the chosen Primary Professional Specialty satisfy the criteria.

Do not rely on the candidate's application form, résumé, or evidentiary items to make your case. You may reference evidentiary items that have been listed on the application form, in which case you should explain their relevance and significance, but they are supplemental and your statement must stand on its own.

Think of the "Distinguishing Contributions" and "Evidence" portions of the *Guide for Preparing the Professional Contributions Statement* as checklists, and explicitly address as many items as possible, bearing in mind that objective facts are far more persuasive than personal opinion.

A well-written statement that documents many contributions that are obviously relevant to the chosen specialty is easy to evaluate. Conversely, statements that fall short of this ideal—perhaps relying on the author’s reputation and adopting a “take my word for it” approach, or assuming the candidate’s accomplishments are widely known, or assuming the importance of the evidentiary items is self-evident—depend on the evaluator to make your case for you.

Making a well-written statement that documents many contributions that are obviously relevant to the chosen specialty will make the best case for the candidate.

Your statement should include a description of your professional relationship with the candidate, so the basis for your knowledge of the candidate’s contributions is clear. Keep this description brief, however; the statement’s focus should be on the candidate.

Sponsor personal data: Provide your name, etc., as called for on the recommendation form. Remember to sign and date the form.



**Human
Factors
and
Ergonomics
Society**

Fellow Recommendation Form

Sample only – Use Word document included in packet

Return this form to the applicant (i.e., the person who sent it to you)—not the HFES Central Office. See the *Guide for Preparing the Fellow Recommendation Form* and the *Guide for Preparing the Professional Contributions Statement* (both of which you should have received from the applicant) for other important instructions.

Candidate's name:

Professional Specialty or Specialties:

HFES service:

Professional contributions:

Sponsor personal data:

Name:

Address:

Telephone:

Email:

Signature



Human
Factors
and
Ergonomics
Society

Guide for Preparing the Professional Contributions Statement

Applicants must select one of four professional specialties upon which to base a candidate's application:

- Academic & Teaching
- Research & Development
- Applications & Practice
- Management & Supervision

Although accomplishments in more than one specialty may be referenced, a primary specialty must be selected as the basis for the application.

Meritorious contributions of the candidate within one or more specialties must be specified and must be supported by evidentiary documentation. The nature of the contributions considered qualifying and the types of evidence deemed acceptable to support contributions claimed are apt to vary as a function of the particular HF/E specialty being referenced. Therefore, this guide is provided as an aid to the applicant in the preparation of the Contributions Statement for the application package.

Where pertinent, specific sections of the HFES Operating Rules are referenced in this guide. Users of the guide are invited to send suggestions for its improvement to the Executive Director, Lynn Strother, HFES, P.O. Box 1369, Santa Monica, CA 90406, or email to lynn@hfes.org.

Professional Contributions

Distinguished Contributions. The candidate must have made extraordinary, outstanding and meritorious contributions to human factors/ergonomics that distinguish him or her in an exceptional, exemplary manner. A distinguishing contribution must be unique and nonroutine, and must accrue benefit to the human factors and ergonomics profession as well as to a particular user/client community. The contribution must elevate and set apart the candidate from the remaining body of HF/E professionals within the primary specialty group being represented. Qualifying contributions may have been achieved in one or more of the professional specialties outlined below, although a candidate cannot qualify by cumulating partial qualifications across two or more specialties.

Documented Evidence. Evidence of the meritorious contributions of the candidate must be provided or referenced as available in documented form by the applicant. Such documentation will vary in form and content depending upon the particular professional specialty or specialties selected. The level and type of documentation acceptable as evidence of distinction for a Practitioner or Manager candidate may be broader and somewhat less formal than that expected for an Academic or R&D candidate.

Preparation of Documentation. If a candidate does not have documentation at hand that supports that candidate's claimed level of distinction, then such documentation will need to be prepared. This may require preparation of documents summarizing or highlighting major HF/E accomplishments reported in numerous informal papers or writing sanitized summary editions of proprietary or classified reports or other types of evidentiary reports and documents that will support a member's application. Letters of commendation or recognition from management officials or sponsors would be useful to support other forms of documentation on distinguishing contributions, but would not be qualifying alone.

Specialties, Contributions, Evidence

Provided below for each specialty are:

- brief descriptions of primary duties
- examples of extraordinary, meritorious contributions
- examples of types of evidentiary information considered acceptable in satisfying the contributions requirement

The descriptions provided are not intended to be exhaustive but are provided for illustration purposes only. Because Academic and R&D are traditional specialties in Fellow applications, whereas Practitioner and Manager are the less traditional ones, more attention has been given to the latter specialties in the illustrations provided.

Academic Specialty

Description. Includes candidates who have made significant HF/E contributions in teaching undergraduate and graduate courses and conducting research within an academic setting. Activities involve teaching, mentoring students, guiding thesis research, directing academic programs in HF/E, and/or conducting research to develop or extend theories and applying experimental methods to collect data that will enhance the HF/E science and technology base. May involve preparing proposals for research grants and directing associated research.

Distinguishing Contributions. Meritorious accomplishment in mentoring and producing graduates with degrees in HF/E related studies who have gone on to successful careers in HF/E. Conduct of research in an area with which the candidate is identified, and has produced research products of exceptional technical merit which constitute substantial contributions to the HF/E science and technology base and serve to enhance the viability of the HF/E profession.

Evidence. Where teaching is stressed, the candidate's track record in producing graduates who excelled professionally after graduation could be considered, along with teaching awards and honors.

Where research is emphasized, publications in peer-reviewed journals, proceedings documents, books or chapters therein, scientific papers, technical articles, presentations at technical symposia, invited addresses, major honors, awards, etc., will be considered.

Evidence of a distinguishing research contribution in academia is usually in the form of a noteworthy body of literature, attributable to the candidate, which is in the public domain and retrievable by members of the HF/E community, and which demonstrates leadership in the field.

Research and Development Specialty

Description. Includes candidates who have made significant HF/E contributions in industrial, not-for-profit, government, or other laboratory settings in which the primary mission is basic or applied research or studies and analyses devoted to developing insights and knowledge of human performance in particular HF/E areas of interest.

Industrial groups may support in-house efforts in research and development or they may provide contracted R&D support for external client constituencies. Work involves theoretical development and the application of scientific and experimental methods in the collection and analysis of data that will increase the knowledge base of human performance in various contexts. Work may also involve the preparation of proposals, planning, marketing, and project direction.

A major difference between this specialty and the academic specialty where research is concerned is the setting within which the HF/E work is performed.

Distinguishing Contributions. Research and development accomplishments achieved consistently over time, which significantly enhance the level of HF/E scientific knowledge and insight into human performance capabilities and limitations in complex human-machine systems. Includes innovations in techniques, methods, and tools that are exceptional in their contribution to the HF/E technology base and that are consistently superior in technical quality and in their contribution to the HF/E profession.

Evidence. Publications in peer-reviewed technical journals, proceedings documents, books, technical reports (government and/or industrial), scientific papers, technical articles, presentations at technical meetings, patents, and so forth.

Evidence of a distinguishing contribution in research and development is usually in the form of a noteworthy body of work attributable to the candidate, that is generally in the public domain and retrievable by members of the HF/E community, and that demonstrates a leadership position.

Applications and Practice Specialty

Description. Includes candidates who have made significant contributions in providing HF/E services and expertise in a number of settings, either by membership in an in-house HF/E group, or as a contractor, consultant to public or private organizations, expert witness in forensic applications, etc.

Typically, the practitioner makes use of existing data and HF/E principles, guides, and handbooks to conduct HF/E audits and to develop credible technical solutions to pressing human factors problems encountered in the design and development of specific human-machine systems.

The practitioner must often collaborate effectively with other engineering disciplines to achieve desired end products. Emphasis is on insightful and proper application of available data and information rather than on the design and conduct of new studies to collect additional data, as with the R&D specialty.

Also, the practitioner is often involved in promoting the value of HF/E to engineers and managers, marketing HF/E to users/clients, preparing and presenting proposals, and in project direction and management.

Distinguishing Contributions. Judging the level of contribution of candidates in the HF/E practitioner specialty requires that the contribution be differentiable from that of the work group or institutional unit. The practitioner's realm is a very broad area of accomplishment, which might include:

1. Creative HF/E concepts, novel experiences, methods, tools and applications that are special and unique, add a new, broadly useful HF/E capability, or enhance planning and the application or acceptance of HF/E in applied settings.
2. Products or findings that constitute exceptional, identifiable HF/E contributions, possess lasting value, and are generalizable to other design, development, test, or expert-witnessing applications.
3. Success in using innovative HF/E methods for integrating and applying human factors principles and concepts that resulted in enhanced user understanding and greater acceptance of HF/E concepts and initiatives on a continuing basis.

Evidence. Documentation of the distinguishing HF/E contributions is required, although the level and type of documentation acceptable as evidence of distinction for a practitioner candidate may be broader and less formal than that expected for an Academic or R&D candidate. The Fellows Selection Committee (FSC) must have an empirical basis for determining the extraordinary, exemplary, superior nature of the practitioner candidate's contribution that distinguishes the candidate from other practitioners. This may require the candidate to prepare sanitized, summary editions of proprietary or classified reports or other types of evidentiary documents. Types of evidence could include:

1. Summaries of distinguished forensic HF/E accomplishments submitted in the form of exemplary depositions or other types of supporting documents.
2. Peer-reviewed publications, company reports, HFES Proceedings articles, TAG publications, SAE reports, in-house publications, trade-journal articles, technical memoranda;
3. Summaries or compilations of HF/E planning, programming, engineering drawings, design files, test results, etc., organized into a coherent document evidencing the successful integration and assimilation of HF/E support efforts in particularly noteworthy applications.
4. Letters of commendation and recognition from users, clients, peer groups, sponsors, or managers testifying to the exceptional nature of the candidate's accomplishment in a particular HF/E application and to his or her continued pursuit of high standards of quality in HF/E applications used in support of other evidence of distinguishing contributions. (Not qualifying alone.)

Management and Supervision Specialty

Description. Includes candidates who have made significant contributions as managers or supervisors of HF/E work groups and/or as principal investigators of large projects. *The contribution claimed for this type of candidate must be differentiable from that of the work group.* Contributions may be cited in any or all of the following managerial functions:

- conceiving, planning, executing, and implementing HF/E programs
- long-range-program planning to assure HF/E integration in product development
- marketing, preparing proposals, and negotiating agreements for the use of HF/E services

- defending HF/E funding initiatives
- recruiting, assigning, developing, supervising, and assessing HF/E staff
- monitoring ongoing contracts
- representing HF/E interests in design review meetings
- ensuring that the group delivers quality products in a timely manner

Distinguishing Contributions. Distinction should pertain primarily to excellence in HF/E in management and leadership, such as the following.

1. Managing a nationally or globally recognized HF/E program acknowledged by the profession to be an outstanding HF/E accomplishment.
2. Managing a group that has produced high-quality, timely, industry-leading products (books, reports, methods, hardware, software) over a significant time period, accruing benefits to the HF/E community.
3. Establishing HF/E as an accepted, routinely applied methodology throughout the performing organization's product development process.
4. Developing and leading an HF/E professional staff with a recognized reputation for professional excellence and a high degree of involvement in professional organizations (HFES and others).
5. Sustaining program management leadership for large programs having a high degree of HF/E content, including achieving effective coordination with other professions in integrated design efforts.

Evidence. Provide documentation that can serve as evidence of the meritorious HF/E contributions cited in the application. Although the level and type of documentation for a manager candidate may be broader and less formal than that expected for an Academic or R&D candidate, the evidence must distinguish the extraordinary, exemplary, and superior nature of the candidate's contribution from that of other managers. This may require the candidate to prepare abstracts of proprietary or classified reports or other types of evidentiary documents. Types of evidence might include:

1. Documents describing exemplary programs with noteworthy candidate accomplishments relative to HF/E objectives, products produced, time frame, impact, and client acceptance of deliverables.
2. Documents describing managerial efforts that resulted in cost avoidance and other payoffs in human and system performance through highly accomplished HF/E utilization.
3. Documents describing the role of HF/E in the organization's product development process and the candidate's contribution in establishing this role.
4. Awards and/or letters from officials testifying that the candidate is held in high esteem by the management/client constituency that benefited from his or her superior performance.
5. Documents describing the exemplary role of the candidate in the integration and consideration of HF/E principles and methods in support of design decision-making for a noteworthy system development.
6. Reports that the candidate authored or co-authored that indicate exceptional insight in perceiving and resolving HF/E technical problems or management and organizational issues pertinent to programs being directed.

7. Papers or instructional materials prepared by the candidate and published in relevant HF/E journals or other widely disseminated professional periodicals on methods and techniques for initiating and managing substantial HF/E efforts.
8. Evidence that the candidate successfully transferred HF/E-relevant technology from research to application, representing significant HF/E challenges from original concept to a product that has been successful in the marketplace.
9. Documentation supporting the professional visibility, stature, and organizational HF/E contributions of the candidate's staff.
10. Documentation indicating sustained growth in staff, budget, or influence of the candidate's group.



Statement of Adherence to the HFES Code of Ethics

Sample only – Use Word document included in packet

Candidate's name: _____

Statement: I attest that I have read and adhered to the HFES Code of Ethics in the past and affirm my intention to continue to do so in all future professional endeavors.

Signature: _____

Date: _____

Human Factors and Ergonomics Society Code of Ethics

Preamble

The Human Factors and Ergonomics Society is dedicated to the betterment of humankind through the scientific inquiry into and application of those principles that relate to the interface of humans with their natural, residential, recreational, and vocational environments and the procedures, practices, and design considerations that increase a human's performance and safety at those interfaces. To promote and sustain the highest levels of professional and scientific performance by its members, the Human Factors and Ergonomics Society has adopted this Code of Ethics. No special oath to these Articles is necessary; its provisions are incumbent on all classes of membership of the Society.

No such code can be expected to completely anticipate all of the various and complex arrangements that professionals create, nor can it fully explore the many ramifications of these arrangements. The following Articles, then, are a guide and serve to set the tenor of professional behavior. The details must be left to the conscience and goodwill of the elected and appointed officers of the Society who must administer adherence to this code.

Article I - Professional Qualifications

Human factors scientists and engineers have the responsibility of factually representing their professional qualifications as well as those of the institution they represent.

Principle 1

Members limit their practice to those areas of human factors wherein they maintain a competence by virtue of training and/or experience and not extend their endeavors beyond their realm of competence. They enter into additional areas of human factors practice and teaching only after sufficient professional preparation or with proper professional oversight.

Principle 2

Where a brief or summary statement of qualifications would be deceptive or misleading, members present their educational background in the detail and with the additional explanation necessary for an accurate interpretation of their area of study and the level of attainment achieved. Members do likewise with their representations of their work experience so that there is little chance for a misunderstanding of the extensiveness or intensiveness of their work achievements.

Principle 3

Members represent their employers' capabilities and interests accurately so as not to mislead their clients or potential clients or damage the business interests or reputation of their employers.

Principle 4

Members, when representing their professional affiliations, factually represent their current or past affiliations with any institution or organization as well as factually represent the aims and purposes of those institutions or organizations.

Principle 5

Members do not use their affiliation with the Human Factors and Ergonomics Society or its Chapters for purposes not consonant with the stated purposes of the Society, nor do they announce their affiliation with the Human Factors and Ergonomics Society in such a way as to falsely imply sponsorship or approval by that organization.

Article II - General Conduct

Human factors scientists and engineers have the responsibility of comporting themselves in a manner consistent with that generally expected of the professional community.

Principle 1

In the conduct of their professional activities, members do everything necessary to reflect personal integrity as well as to convey the integrity of their profession.

Principle 2

Members avoid sensationalism, exaggeration, and superficiality that constitutes deception, and must similarly avoid any misrepresentation in all public statements, presentations, and submissions to mass media.

Principle 3

Members avoid all situations that contain elements of conflict of interest or must provide full disclosure of those conflicts to all potentially affected parties.

Principle 4

Members do not use a position as a teacher, a granting or contracting official, an employer or employee, or any other position of influence to coerce or harass others.

Principle 5

Members do not use race, handicap, sex, sexual preference, age, religion, or national origin as a consideration in hiring, promotion, or training or in any research or application where such consideration is irrelevant to the situational demands for performance.

Principle 6

Members factually represent all aspects of an employment offer, fully disclosing the terms and conditions of work, the length of employment, research projects and facilities available, work assignments, and opportunities for advancement.

Principle 7

Where responsible for design, members include considerations for the safety of person and property, and, through the appropriate source, notify those concerned when a hazardous condition exists.

Principle 8

Members clearly present the adverse safety and health consequences to be expected from deviations proposed if their technical judgment is overruled by technical or administrative authority.

Article III - Publications

Human factors scientists and engineers generally have the obligation to report their work to the general scientific community and to give credit to those who have contributed on a professional level to that publication.

Principle 1

Members give credit, proportional to their contribution, to all those responsible for the formulation, experimental design, analysis, or other treatment of the material if their contribution was on a professional level. Such credit should be extended by a listing of all contributors' names in the publication. That listing can be in the form of joint authorship with the name of the most substantial contributor listed as senior author, or by a footnote or

introductory statement when the contribution is minor. This Principle deals with credit for professional contributions only and in no way affects copyright ownership.

Principle 2

Members ensure that their work is reported factually, bearing professional responsibility for all elements of their reportage, including the accuracy of analysis, quotation from other works, and conclusions drawn. Members maintain the highest standards of scientific experimentation and analysis.

Members do not represent the work (words, graphics, and ideas) of another person, in whole or in part, as their own - a practice commonly referred to as plagiarism. Exact wording from another is properly indicated by the use of quotation marks, and conceptual or paraphrased material from another is acknowledged through source citation. (Adapted from *Publication Manual of the American Psychological Association, 5th Edition* [p. 349], by American Psychological Association, 2001, Washington, DC: Publisher. Copyright © 2001 by the American Psychological Association. Adapted with permission.)

Principle 3

Members maintain a position of objectivity when editing publications and reviewing papers that reflect views other than their own, as well as papers that present data in conflict with those they themselves may have previously published.

Article IV - Subject Precautions

Human factors scientists and engineers have the responsibility of treating both human and animal subjects humanely and in accordance with federal, state, and local laws or regulations, as well as the generally accepted procedures within the scientific community.

Principle 1

Members determine, through consultation with colleagues or institutional review committees, that the exposure of human or animal research subjects to hazards, stress, divulgence of history or preferences, or tedium is commensurate with the significance of the problem being researched.

Principle 2

Members determine the degree of hazard present in the exposure of human or animal research subjects, avoiding any exposures to human subjects that may result in death, dismemberment, permanent dysfunction or extreme pain, and utilize the lowest levels of exposure to both human and animal subjects consistent with the phenomenon under consideration.

Principle 3

Members ensure the ethical treatment of human and animal research subjects by collaborators, assistants, students, and employees.

Principle 4

Members establish an informed consent with human research subjects when required by institutional, state, or federal codes or regulations, making explicit in plain language the terms of participation, particularly with respect to any elements of risk or stress involved, and adhere to those terms throughout the experiment. One of these terms must be that the subject has the right to terminate participation at any time without prejudice.

Principle 5

Members do not coerce potential human research subjects to participate as subjects, nor do they use undue monetary rewards to induce subjects to take risks they would not otherwise take.

Principle 6

Members preserve the confidentiality of any information obtained from human research subjects that, if divulged, may have harmful effects on those subjects.

Article V--Forensic Practice

Human factors scientists and practitioners do not allow the adversarial system of jurisprudence to affect the quality or integrity of their practice.

Principle 1

Members provide testimony objectively and without bias; their testimony is based on credible data and/or scientific principles; they are prepared to identify the merits and limitations of the data and principles as well as their own capability to interpret those data and apply those principles.

Principle 2

Members avoid impugning the integrity of other expert witnesses without a factual, reasonable, and substantive basis.

Principle 3

Members do not accept fees on a basis contingent on the outcome of the matter.

Principle 4

Members accept that the client is the attorney who engaged them and not the client of that attorney who is party to the suit.

Principle 5

Except where required by the Federal Rules of Evidence, members avoid discussing the suit with others in a manner that would disclose the caption of the suit or parties involved, absent the permission of the engaging attorney, until the suit is resolved.

Principle 6

Members participating in a suit do not make public statements likely to influence or prejudice the judicial proceedings during their pendency.

Principle 7

Following suit resolution, members do not reveal information detrimental to the litigants' or client's interests, except where they believe silence would breach the greater duty of protecting public health and safety.